

DEPARTMENT OF CENTRAL MANAGEMENT SERVICES Janel L. Forde, Director

Greetings,

Thank you for reaching out regarding getting your LESO accounts set up. To be able to acquire property through the LESO program, you need three separate accounts. The first is AMPS, it is where you will create and manage your user ID and password for the second account, RTD. RTD is where you will actually be able to search for and request property. Lastly you will need and iNAP/FEPMIS account in order to manage your LESO inventory.

Link to <u>AMPS</u>
Link to <u>RTD</u>
Link to <u>INAP/FEPMIS</u>

Step 1: Set up your AMPS ACCOUNT by following these INSTRUCTIONS

Step 2: Wait 4 hours for the information you put into AMPS to back feed into RTD.

Step 3: Set up your RTD ACCOUNT by following these **INSTRUCTIONS**

Step 4: Set up your iNAP/FEPMIS ACCUNT by following these instructions: <u>iNAP Instructions for NEW FEPMIS users</u> or <u>iNAP Instructions for CURRENT FEPMIS users</u>

When your LEA has finished creating your accounts, please send an email to the Illinois LESO to let us know they have been created. Role approval by the Illinois LESO and DLA takes approximately 2-3 weeks.

Questions? Call 217-785-6903. Thank you.

The Illinois LESO